

CONFIDENTIAL

STAFF PERSONNEL DIVISION

25X1

Consists of 5 Branches -

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25X1

Staffed by

- ☐ employees GS-3 thru GS-15

Responsible for

- Monitor and recommend changes in manpower staffing and utilization.

Review and approval of 10,000 Personnel Actions per year and 400-450 Quality Step Increases per year.

Selection, entrance on duty, and assignment of ☐ clerical employees per year.

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Screen, advertise, and refer 3000-5000 professional applicants per year.

Initiate Security-Medical clearances, and follow throughout processing phase on 2200-2300 applicants per year.

Transmit correspondence acknowledging employment inquiries, follow-up with applicants in process at rate of 38,000-40,000 letters per year.

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Conduct entrance on duty
orientation for
professional, technical, and
clerical employees per year.

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Conduct reassignment, follow-up
and pre-exit interviews. Approxi-
mately 950 in FY-72.

Develop annual Advance Staffing
Plan.

Focal point for Agency-wide
Vacancy Notices.

EEO Counselling
Summer only program

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